

APPENDIX 4

4 PROJECT SPECIFICATIONS

Specific project requirements and questions are presented here in Appendix 4.

4.1 BID PRICE

- 4.1.1 The bid price shall include everything necessary for implementation and completion of the Contract.
- 4.1.2 All items purchased by Sacramento Metropolitan Fire District will be shipped FOB destination freight prepaid.
- 4.1.3 The quoted prices must remain firm for one year starting on the day on which the contract shall be executed by the Sacramento Metropolitan Fire District.
- 4.1.4 Bid prices shall include all freight charges, FOB to the designated delivery point(s).
- 4.1.5 The Sacramento Metropolitan Fire District may elect to purchase any items listed in this agreements from another vendor if this is beneficial to Sacramento Metropolitan Fire District.

4.2 INVOICES AND PAYMENTS

- 4.2.1 The bidder shall submit properly certified invoices to Sacramento Metropolitan Fire District. The invoice(s) shall contain the following information: The purchase order number, item numbers, description of supplies or services, quantities, unit prices, and discounts, if applicable.
- 4.2.2 When a purchase order is issued against this Contract that has the potential for multiple or partial deliveries, a separate invoice shall be generated for each completed delivery accepted by Sacramento Metropolitan Fire District.
- 4.2.3 Failure to comply with these requirements or to provide an invoice in conformance with this bid document may delay payment.
- 4.2.4 Sacramento Metropolitan Fire District does not anticipate issuing a separate contract to bind both parties to the terms and conditions of this bid. Purchase orders will be issued to the successful bidder as materials are required. The successful bidder's acceptance of the purchase order will be acknowledgment of the bidder's intent to be bound by the terms and conditions as stated in this document.
- 4.2.5 Sacramento Metropolitan Fire District will not be bound by prices contained in an invoice that are higher than those in the currently approved price list. If a price increase has not been accepted in writing by Sacramento Metropolitan Fire District, the invoice may be rejected and returned all items to the bidder at no cost to Sacramento Metropolitan Fire District.
- 4.2.6 No advance payment shall be made for the goods or services furnished by the bidder pursuant to this Contract.
- 4.2.7 Standard payment terms are net 45 days from date of acceptance. Exceptions may be made for discounted early payment terms such as 2%, 10, net 45 days.

APPENDIX 4

4.3 REJECTION OF GOODS OR SERVICES AND REPROCUREMENT COST

- 4.3.1 After award, Sacramento Metropolitan Fire District representatives shall have the option of rejecting or refusing delivery of any and all goods or services which are not in strict conformity with the requirements of this bid. All rejected goods or services shall be replaced.
- 4.3.2 Items found defective or not meeting bid specifications shall be picked up and replaced by the successful Proposer at the next service date at no expense to the District. If any item(s) refused are not picked up within one week after notification, the item will become a donation to the District unless otherwise agreed upon by the District.
- 4.3.3 When a Proposer fails to furnish goods or services in accordance with terms of this Contract, and Sacramento Metropolitan Fire District must purchase at a price greater than the contract price, the difference may be charged to the Contractor.
- 4.3.4 All sterile products will have an expiration date of greater than one year unless otherwise agreed upon by the District and Proposer.
- 4.3.5 All products purchased by the District must be new, unused, and the latest model currently available.

4.4 ORDERING

- 4.4.1 The Proposer agrees to maintain access to sufficient stock of any item awarded in this bid. Lead time(s) for such stock shall not exceed that specified in the final agreement.

4.5 REPORTS

- 4.5.1 The Proposer shall furnish a monthly customer activity report for the District that shall include the following:
 - 4.5.1.1 Monthly:
 - 4.5.1.1.1 Categories for item types as specified by the District.
 - 4.5.1.1.2 Names and description of items and manufacture number
 - 4.5.1.1.3 Number of items ordered
 - 4.5.1.1.4 Running list of each item order and the name or ID of District employee associated with each order
 - 4.5.1.1.5 Number of items returned by the District
 - 4.5.1.1.6 Dollar amount charged per month for each item
 - 4.5.1.1.7 Dollar amount charged per month for each category
 - 4.5.1.1.8 Total dollar amount charged per month
 - 4.5.1.2 Running Total:
 - 4.5.1.2.1 Categories for item types as specified by the District.
 - 4.5.1.2.2 Names and description of items and manufacture number

APPENDIX 4

- 4.5.1.2.3 Number of items ordered
- 4.5.1.2.4 The number of items returned by the District
- 4.5.1.2.5 Dollar amount charged per year for each item
- 4.5.1.2.6 Dollar amount charged per year for each category
- 4.5.1.2.7 Total dollar amount charged to date for the current fiscal year

4.6 SYSTEM INTEGRATION

- 4.6.1 The following questions will require a written response. Please include your written response to the follow questions on a CD(*may be included on the “Inventory Cost Spreadsheet for Medical Supplies” CD*):
 - 4.6.1.1 Where is the warehouse of medical supplies that will be used to ship supplies to the District?
 - 4.6.1.2 Will all of the supplies listed in the “Inventory Cost Spreadsheet for Medical Supplies” excel spreadsheet be kept in stock at this warehouse? If not, which supplies will not be kept in this warehouse?
 - 4.6.1.3 What is the time period from the time of order of the supplies until delivery of these supplies to the Districts’ Logistics Division warehouse which is located at 3012 Gold Canal Drive, Rancho Cordova, Ca, 95670? The District requires specifics on how this period is determined by the Proposer. The Proposer may submit more than one time period documented for different scenarios, but, the Proposer must have at least one time period for the normal day to day orders.
 - 4.6.1.4 Can the Proposer deliver goods to the District the same day an order is placed? If so, up until what time in the day will same day delivered be honored?
 - 4.6.1.5 Please explain if you have a system that will allow for emergency orders. Please give details concerning any costs associated with the request for an emergency order. Please explain the time frame between when an emergency order is placed and when it would be delivered.
 - 4.6.1.6 How will your system of ordering and delivering products integrate with the operations of the Sacramento Metropolitan Fire District Logistics Division and be of benefit to the District?
 - 4.6.1.7 What hours are Sacramento Metropolitan Fire District employees able to place a phone order with a live person?
 - 4.6.1.8 What days of the week do take orders and ship products?